



AIRPORTS ADVISORY COMMITTEE

Meeting Notice and Agenda

Wednesday, June 14, 2023, at 3:00 p.m.
Location: Terminal Montgomery – Gibbs Executive Airport
3750 John J. Montgomery Drive, San Diego, CA 92123

Chair: Tom Reid | **Vice Chair:** Chuck McGill

Committee Members: Tom Ricotta, David Gordon, Ron Lee, Richard Martindell, Richard Ram, James Aldrich, Gary List, Chase Michael Franzen, and non-voting member Joel Ryan.

Committee Liaison: Jorge Rubio, A.A.E.

Public Participation Instructions:

Members of the public may participate and provide comment in person, via telephone, the virtual platform, using the [webform](#) or e-mail submission as follows:

In Person Testimony:

If you wish to address the Committee on an item on today's agenda, please complete and submit a speaker form before the Committee hears the agenda item. You will be called at the time the item is heard.

If you wish to address the Committee during non-agenda public comment, please complete and submit a speaker form. However, California's open meeting laws do not permit the Committee to discuss or take any action on the matter at today's meeting. At its discretion, the Committee may add the item to a future meeting agenda or refer the matter to staff or committee. Individuals' comments are limited to three minutes per speaker. At the discretion of the Chair, if a large number of people wish to speak on the same item, comments may be limited to a set period of time per item.

Joining the Webinar and Offering Phone-in Testimony

The Airports Advisory Committee meetings will continue to offer the public a virtual participation option using the Zoom Webinar platform. Members of the public can offer public comment on agenda items or during Non-Agenda Public Comment by accessing the meeting online using a desktop computer, laptop, tablet, or Smartphone, or by calling into the meeting using a Smartphone, cellular phone, or land line.

The link to join the Meeting Webinar by computer, tablet, or Smartphone is:

<https://sandiego.zoomgov.com/j/1601100896>

To join by telephone:

Dial 1-669-254 5252

When prompted, input **Webinar ID: 160 110 0896**

How to Speak To A Particular Item or During Non-Agenda Public Comment Via Virtual Platform:

When the Chair introduces the item you would like to comment on (or indicates it is time for Non-Agenda Public Comment), raise your hand by either tapping the “Raise Your Hand” button on your computer, tablet, or Smartphone, or by dialing *9 on your phone. You will be taken in the order in which you raised your hand. You may only speak once on a particular item.

When the Committee Liaison indicates it is your turn to speak, unmute your phone by tapping the Unmute button on your computer, tablet or Smartphone, or dial *6 on your phone.

If you are speaking on Non-Agenda Public Comment, please note that California's open meeting laws do not permit the Committee to discuss or take any action on the matter at today's meeting. At its discretion, the Committee may add the item to a future meeting agenda or refer the matter to staff, Subcommittee, or Ad-Hoc Committee. Individuals' comments are limited to three minutes per speaker. At the discretion of the Chair, if a large number of people wish to speak on the same item, comments may be limited to a set period of time per item.

Written Comment through Webform:

Comment on Agenda Items may be submitted using the [webform](#) indicating the agenda item number for which you wish to submit your comment. Comments received by the start of the meeting will be distributed to the Committee Members and posted online with the meeting materials. All webform comments are limited to 200 words. Comments received after the start of the meeting but before the item is called will be submitted into the written record for the relevant item.

REQUESTS FOR ACCESSIBILITY MODIFICATIONS OR ACCOMMODATIONS

This information will be made available in alternative formats upon request, as required by the Americans with Disabilities Act (ADA), by contacting Andrea Berlanga at 858-573-1433 or amberlanga@sanidiego.gov. Requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for alternatives to observing meetings and offering public comment as noted above, may be made by contacting Andrea Berlanga at 858-573-1433 or amberlanga@sanidiego.gov. Requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for auxiliary aids, services, or interpreters, require different lead times, ranging from five business days to two weeks. Please keep this in mind and provide as much advance notice as possible in order to ensure availability. The City is committed to resolving accessibility requests swiftly in order to maximize accessibility.

- 1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. NON-AGENDA PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES**

A. May 10, 2023

5. UNFINISHED BUSINESS – None

6. NEW BUSINESS – None

7. INFORMATIONAL ITEMS

- A. Staff Reports
- B. Air Traffic Control Tower Report
- C. Other Reports
 - Monthly Airport Operations Reports – May 2023
 - Monthly Noise Management Report – May 2023
 - Airports' Projects Status Report – May 2023

8. COMMITTEE COMMENTS

9. ADJOURNMENT

CITY OF SAN DIEGO
AIRPORTS ADVISORY COMMITTEE
DRAFT MINUTES
Meeting of May 10, 2023

Montgomery-Gibbs Executive Airport
3750 John J. Montgomery Drive, San Diego, CA 92123

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Chair Reid called the meeting to order at 3:00 p.m.

2. ROLL CALL

A quorum was present.

MEMBERS PRESENT:

MEMBERS ABSENT:

Chair Tom Reid Clairemont Community	J.H. Aldrich Montgomery Field Aviation Lessee
Tom Ricotta Brown Field Aviation Lessee	Joel Ryan* FAA Air Traffic Control Tower
Rich Martindell Special Expertise	
Ron Lee Brown Field Aviation User Group	
Gary List Brown Field Aviation User Group	
Vice-Chair Chuck McGill Montgomery Gibbs Aviation User Group	
Richard Ram Serra Mesa Community	
David Gordon Special Expertise	
Chase Michael Franzen Kearny Mesa Representative	

*Mr. Ryan is the non-voting member representing the FAA Control Tower at Montgomery -Gibbs Executive Airport (MYF).

STAFF PRESENT:

Jorge Rubio, David Reed, Charles Broadbent, Frank Santana, Debbie Shauger, Andrea Berlanga, Andy Schwartz, and Latesha Newell

3. NON-AGENDA PUBLIC COMMENT

Sandra Stahl affiliated with Clean Earth for Kids raises concern about the development of the unleaded fuel tank at MYF and requested that staff work on making this project their priority with obtaining Swift UL94 unleaded fuel.

4. APPROVAL OF MINUTES

Mr. Martindell made a motion to approve minutes as written. Vice-Chair McGill seconded the motion. Motion passed unanimously.

5. UNFINISHED BUSINESS

None

6. NEW BUSINESS

A. Receive and File the Fiscal Year 2024 Airport Management Enterprise Fund Proposed Budget

Mr. Rubio gave a presentation on the proposed budget for the fiscal year 2024 Airport Management Enterprise Fund. He provided a summary of the fiscal year 2023 accomplishments as well as upcoming projects for fiscal year 2024. Mr. Rubio also provided a summary on the existing climate action plan and future climate action plans for fiscal year 2024.

Significant budget adjustments for fiscal year 2024 include repair and maintenance of commercial and retail center and airfield at both airports, additional positions to assist in airport operations and airport management, new lease management software, and revised revenue.

Staff is requesting three new Airport Operations Assistant positions for MYF and SDM to have 24/7 coverage. Staff is also requesting one Program Coordinator position to work on airport projects. Additional budget adjustments include non-discretionary adjustments, salary and benefit adjustments, reallocation of a program manager, support for information and technology, and adjustment to reflect one-time revenues and expenditures and the annualization of revenues and expenditures.

The proposed fiscal year 2024 airports capital improvement program budget includes Rehabilitation of the MYF Terminal Apron, Rehabilitation of SDM Runway 8R/26L and Taxiways Golf 1, Bravo, Charlie, and Realignment of Taxiway Charlie. Mr. Rubio emphasized that the FAA typically funds 90 percent of these capital improvement projects, five percent from the State and five to 10 percent from the Airport Management Enterprise Fund.

Vice-Chair McGill asked Mr. Rubio if a cost-benefit analysis has been conducted to determine if both Airports benefit from having 24-hour operations. Mr. Rubio advised that a cost-benefit analysis has not been conducted, however, having shift work will ensure coverage in the event of unforeseen circumstances and emergencies.

Mr. Gordon asked Mr. Rubio how the Airport Operations Assistants will be utilized when operations are slow overnight. Mr. Rubio advised that aside from on-the-field operations, the operations staff is responsible for billing as well as staying on top of airport training, which can be done when operations is slow. This will also allow time to cross train all Airport Operations Assistants between MYF and SDM.

Mr. Franzen suggested an on-call rotation among the staff and Mr. Rubio responded that Staff had looked into that possibility but that City protocols do not allow for on-call staff for this specific situation.

Mr. Ricotta made a motion to receive and file the fiscal year 2024 Airport Management Enterprise Fund proposed budget. Mr. Gordon seconded the motion to receive and file the fiscal year 2024 budget. Motion passed. Motion passed unanimously.

7. INFORMATIONAL ITEMS

A. Staff Reports

Brown Field Municipal Airport (SDM) – Mr. Andy Schwartz, SDM Airport Manager

- SDM had 8,099 operations in April.
- Contractor is currently conducting a mow at SDM.
- Staff is working with an Electric Contractor to trouble shoot damaged lighting of airfield field signage.
- Staff is conducting concrete and asphalt repairs on Taxiway G.
- Markings touch-up and routine maintenance will be conducted on the taxiways and runways at SDM.
- Staff is conducting interviews for the Grounds Maintenance Worker II and Equipment Operator I for SDM.

Montgomery - Gibbs Executive Airport (MYF) –Mr. Charles Broadbent, MYF Airport Manager

- MYF had over 24,000 operations in April.
- Staff is currently working with the Public Works Contracting Department on the minor construction project for the Marigold hangar taxi-lanes asphalt repair.
- The San Diego Fire Department helicopters are parked on Taxiway C North of 28R while the FAA parking lot is being re-paved.
- Gate #1 operator and security system upgrade is complete.

Mr. Gordon asked if there is an estimated time of completion for Taxiway C. Mr. Broadbent advised that asphalt repairs are expected to be completed by 2025. Mr. Gordon also asked that staff work on fixing the pavement on Taxiway H.

Airport Management - Jorge Rubio, Deputy Director

- Staff is continually working with the City Attorney Office (CAO) on the possession of the ABRE leasehold.
- Staff is currently drafting the San Diego Community College lease.
- Staff is working with CAO regarding the Sheraton 4 Points Hotel and speaking with potential buyer for an assignment of the leasehold.
- Staff continues to work on the final details of the RFP for services of a Property Management Company to manage the three office buildings and the retail center at MYF.
- There are currently three tie-downs available at City Hangar West (Lot 8A), which are currently undergoing electrical work.

B. Air Traffic Control Tower Report

None

C. Other Reports

None

8. COMMITTEE COMMENTS

Mr. Gordon advised that the yellow markings on Taxiway Juliet are difficult to see as the markings are faded. Mr. Richmond from Crown Air Aviation advised that they have a quote to touch up all the taxiway marking for better visibility.

9. **ADJOURNMENT**

The meeting adjourned at 3:43pm. Next meeting will be June 14, 2023

Respectfully submitted,

Andrea Berlanga
Administrative Aide 1

DRAFT

Monthly Airport Operations Report

May 2023

MONTGOMERY-GIBBS EXECUTIVE AIRPORT

Flight Operations (Month)	May-23	May-22	% Diff
	28,779	26,610	8.2%

Based A/C	418
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Flight Operations (CY)	2023 YTD	2022 YTD	% Diff
	118,807	131,272	-9.5%

Flight Operations (FY)	FY23 YTD	FY22 YTD	% Diff
	267,373	273,346	-2.2%

Operations Office Revenue	FY23 YTD	FY22 YTD	% Diff
Landing Fees	\$16,816.45	\$20,298.00	-17.2%
Transient A/C Parking	\$15,645.27	\$20,287.00	-22.9%
Monthly A/C Parking	\$494,534.59	\$421,102.89	17.4%
Vehicle Parking	\$3,133.73	\$2,128.00	47.3%
Conference Room*	\$2,340.00	\$73.00	580.0%
Other	\$5,337.96	\$7,744.72	-31.1%
Total	\$537,808.00	\$471,633.61	14.0%

Total Operations 10-Year History	
2022	307,191
2021	292,805
2020	276,208
2019	253,090
2018	226,588
2017	207,103
2016	200,676
2015	216,295
2014	215,114
2013	186,192

*Conference room unavailable in FY 22 due to COVID-19

BROWN FIELD MUNICIPAL AIRPORT

Flight Operations (Month)	May-23	May-22	% Diff
	8,010	8,051	-0.5%

Based A/C	157
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Flight Operations (CY)	2023 YTD	2022 YTD	% Diff
	37,697	40,140	-6.1%

Flight Operations (FY)	FY23 YTD	FY22 YTD	% Diff
	84,551	90,077	-6.1%

Operations Office Revenue	FY23 YTD	FY22 YTD	% Diff
Landing Fees	\$69,675.00	\$80,956.00	-13.9%
Transient A/C Parking	\$3,785.00	\$3,705.00	2.2%
Vehicle Parking	\$32,626.00	\$15,435.00	111.4%
Other	\$6,249.00	\$1,084.00	476.5%
Total	\$112,335.00	\$101,180.00	11.0%

Total Operations 10-Year History	
2022	94,925
2021	106,001
2020	100,462
2019	86,358
2018	78,916
2017	77,355
2016	86,027
2015	93,529
2014	90,266
2013	89,707

Monthly Noise Management Report- May 2023

Montgomery Gibbs Executive Airport

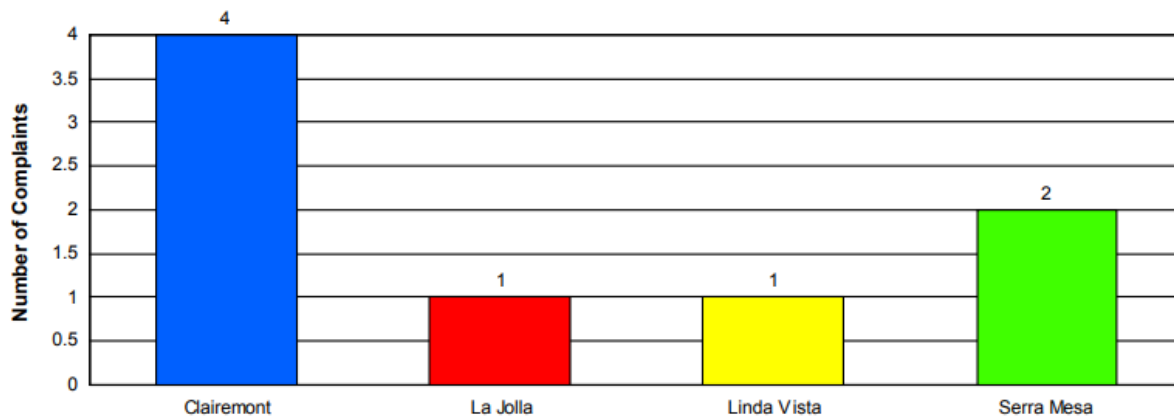
Noise Abatement Violations*

Day: 0

Night: 0

Total of Fine Amount for the Month: \$0

Community Complaint Totals



Total Number of Complaints: 8

Community Complaint Details

Community	Number of Complainants	Number of Complaints	YTD Total Complaints
Clairemont	2	4	49
La Jolla	1	1	2
Linda Vista	1	1	1
Serra Mesa	1	2	2
Totals:	5	8	54

*Noise Abatement Violations only apply to Montgomery Gibbs Executive Airport as the City ordinance/policy was passed and put into place prior to the Airport Noise and Capacity Act of 1990

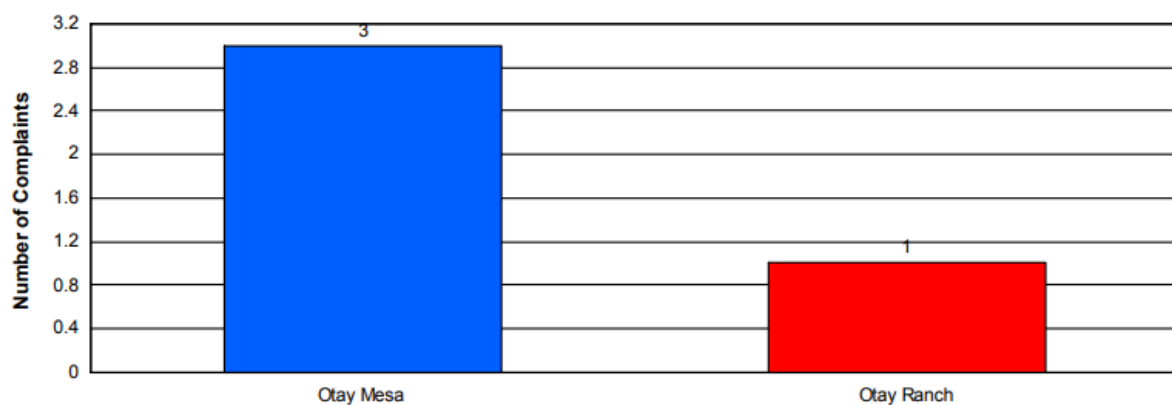


Department of Real Estate and Airport Management

Monthly Noise Management Report- May 2023

Brown Field Municipal Airport

Community Complaint Totals



Total Number of Complaints: 4

Community Complaint Details

Community	Number of Complainants	Number of Complaints	YTD Total Complaints
Otay Mesa	3	3	9
Otay Ranch	1	1	1
Totals:	4	4	10

*Noise Abatement Violations only apply to Montgomery Gibbs Executive Airport as the City ordinance/policy was passed and put into place prior to the Airport Noise and Capacity Act of 1990



Department of Real Estate and Airport Management

Projects Update

May 2023

Montgomery-Gibbs Executive Airport

Projects in Process:

- MYF Unleaded Aviation Fuel Tank Installation (Priority Project)
 - Routing Mayoral Action for Design Contractor
- MYF Pavement Repairs Flattop Marigold
 - Received quotes
 - Budget allocated- Working with Purchasing and Contracting to put contract in place for services and repairs
 - Scheduling site walk with contractor
- Master Plan- Contract
 - Scheduled Bi-Weekly Meeting with C&S and Planning Department to streamline EIR updates
- MYF Terminal Parking Lot East Rehabilitation
 - In Design
- Spiders Lot Pavement Rehabilitation
 - In Design
- MYF Terminal Apron Rehabilitation
 - Kick Off Meeting Held 4-19-2023
- MYF City Hangars West (Lot 8a) Electrical Upgrade
 - Electrical Upgrade Began 6-7-2023

Brown Field Municipal Airport

Projects in Process:

- Runway 8R/26L, Taxiway Bravo Rehab, Taxiway Charlie (G1) Rehab Realign, Pavement Removal Project
 - Design Progress Meeting Scheduled for 5-21-2023
- San Diego Airpark
 - Work is continuing to establish of the Mitigation Lands
 - General Grading permit for FBO has been issued



Department of Real Estate and Airport Management

- Customs and Border Patrol Temporary Facility
 - Meeting between San Diego Airpark, CBP, and the City are taking place to scope the design and location of the new facility